

COJET COMMITTEE MEETING

June 15, 2010

10:00 a.m. – Noon

Judicial Education Center, Silver/Turquoise Conference Rooms

Conference Call 602-452-3193 Access: 7002

Present:	Present By Telephone:	AOC Staff in attendance:
Hon. Roxanne Song Ong, <i>Chair</i>	Rik Schmidt	Jeff Schrade
Hon. Ann Timmer, <i>Vice Chair</i>	Diane Sonntag	Gabe Goltz
Frank Corrales	Barbara Broderick	Paul Julien
Todd Zweig	Mark Stodola	Julee Bruno
Hon. Eddward Ballinger	Hon. Andrew Gould	Deb King
Mike Baumstark		Beth Asselin
Kristi Youtsey Ruiz		Chad Kewish
Vickie Vasquez	Absent:	Beth Hall
Hon. Ted Armbruster	Hon. Scott Bales	
Hon. Louraine Arkfeld	Prof. Catherine Gage O'Grady	
Michael Malone	Hon. William Sutton	
Guests:		

Welcome and Opening Remarks

Chair, Judge Roxanne Song Ong, called the meeting to order at 10:17 a.m.

Approval of the Minutes from the March 11, 2010 Meeting

One correction was suggested. *Judge Arkfeld moved* that March 11, 2010 minutes be approved as corrected. *Judge Timmer seconded the motion* and the corrected minutes were approved unanimously.

General Business Items

○ **COJET Code Changes**

Jeff Schrade spoke about progress on updating COJET codes ACJA 1-108 and 1-302. Staff are working on initial revisions and have reached out to training coordinators and people in the field for input. Initial language will be reviewed by COJET subcommittees and then presented for COJET review after this process is complete.

- **Judicial Conference**

The Court is planning to hold a 2011 Judicial Conference June 22-24 in the Phoenix area at the Camelback Inn.

- **COJET Trainer/Faculty Award Program**

The Trainer Excellence Award program has been under the auspices of the JSEC committee for approximately ten years and includes a recognition program at the annual Training Coordinator Conference. COPE has also recognized trainers, faculty, and officers for at least the past five years through a separate peer-nominated process.

COJET is a “large umbrella” overseeing education and training for the courts and should consider unifying and expanding the awards to all COJET subcommittees. The committee offered suggestions including uniformity in nomination criteria, evaluation process and recognition. It was also suggested that COJET subcommittees remain involved in the selection process, but COJET also play a role in affirming subcommittee award selections.

Judge Song Ong asked that Committee members contact Jeff Schrade, or subcommittee staff, with other suggestions and that staff develop a recommendation to discuss at the September COJET meeting.

- **COJET Broadcast Workgroup Update**

The COJET broadcast, *Leaders Who Made a Difference and Their Lasting Legacy in the Courts*, will be taped and broadcast on-demand instead of being a live webinar because the content does not lend itself to a live presentation. Facilitator materials are in development and will be provided with the video so that courts can hold programs using the broadcast material when it best fits their schedule.

The project has grown to seven segments from the five initially planned. Filming is almost complete and editing is expected to be complete in July.

- **COJET For Judicial Officers – Midyear Update**

- Gabe Goltz - JCA manager and Paul Julien - Judicial Education Officer presented the progress of judicial officers toward COJET requirements in light of the canceled 2010 Judicial Conference.
- A statewide survey conducted by JSA staff shows that while judicial officers are “on their way” to fulfilling their COJET requirement for the year, there is still much to do.
- Planned “core” programs (General NJO and hearing officer programs), “Continuing Excellence in Judicial Education” programs (Family Law in October and Juvenile in Nov/Dec), and expanded computer-based and online offerings will make it possible for judicial officers to obtain their COJET requirements by year-end.

Director’s Report

- **Training on the Horizon**

Jeff Schrade provided a list of topics for which Education Services is planning programs:

- SB 1070
- Child Support Guidelines
- Tax Court
- DUI and Transportation Law
- **Trainer Excellence Award Recipients**
 - This year's Trainer Excellence Award recipients are:
 - D. Scott Herrmann, Ph.D., Maricopa County Superior Court
 - Honorable Louis Frank Dominguez, Phoenix Municipal Court
 - Honorable Richard Lambert, Kingman Justice Court
 - Mark Yoshimura, Phoenix Municipal Court
- **Admission on Motion Class Update**
 - On June 18th, the second Admission on Motion class will be held at the Arizona Courts Building. Registration is currently at 140 participants, which is more than was anticipated. Registration in April exceeded 100 and so the location was changed from the JEC to the State Courts building to accommodate all the registrants.
- **Court Leadership Conference**
 - A one-day conference for court leadership will take place on June 25th at the State Courts Building. Attendees include superior court presiding judges, court administrators, probation chiefs, municipal court administrators and presiding judges, presiding justices of the peace, presiding juvenile court judges, and some associate presiding judges.
- **State Bar Convention**
 - Two sessions were organized in partnership with the AOC and State Bar for judges attending the 2010 State Bar Convention. The morning session on scientific evidence and eyewitness testimony had standing room only. The afternoon session on the rules of evidence lead by Justice Hurwitz was just as well attended.

COJET Subcommittee Reports

- **Judicial College of Arizona (JCA), Judge Eddward Ballinger, Dean**
 - **Program Successes:**
 - **General Jurisdiction New Judge Orientation, April 5-8**
 - 21 participants
 - 22 total faculty/mentors
 - Exceedingly high 4.77 (of 5.00) overall program rating by the participants
 - Maintained the four day format, which has worked well for faculty, participants, and staff
 - Utilized new schedule template inspired by the National Judicial College in Reno, which focuses on keeping all sessions to a 50 minute length
 - Used several new faculty and mentors, all of which received high marks
 - **Limited Jurisdiction New Judge Orientation, April 19-23**
 - 14 participants

- 18 total faculty/mentors
- Very high 4.76 overall program rating
- Used the NJC agenda format to great success.
- Smaller class size facilitated more collegiality among the participants and increased participation, discussion, etc.
- **2010 Arizona Capital Case Processing Conference, May 6-7**
 - Result of a \$100,000 federal grant received by AOC.
 - Approximately 170 participants
 - Dozens of faculty representing defense, prosecutor and judicial areas.
 - Positive 3.9 overall participant rating of the program. This is remarkable given the challenges in bringing together traditionally-adversarial parties with a broad range of educational backgrounds (some were longtime practitioners in this area, others were new to it).
 - Found strong results of increased subject matter knowledge in pre- and post-tests administered to the participants.
 - Additional funding obtained from NJC that will enable a follow-up event to be held in the near future.
- **Civil Traffic Hearing Officer, May 11-13**
 - Very large class with 40 participants.
 - 10 faculty/mentors.
 - Several new mentors were utilized for the mock hearing sessions.
 - Program received a strong 4.64 overall program rating.
- **The State Bar Convention (June 9-11)**, at which the Court sponsored two sessions for attending judges.
 - Forensic Science (several national experts led by Ron Reinstein) and Updates in Evidence (taught by Justice Hurwitz on Professor Dave Cole).
- **Other news:**
 - Three new appointments to JCA will be made by the Chief Justice shortly (2 public members and 1 JP member).
 - The Board received with sadness the resignations of Judge Danna Hendrix and Judge John Ore, who are retiring. JCA staff is in the process of preparing nominations for these positions.
 - JCA is beginning the necessary preparation for the 2011 Judicial Conference.
 - JCA staff, in conjunction with the Board, continue to focus on several key objectives:
 - Identifying and assisting with high-quality training both locally and nationally beneficial to Arizona's judicial officers, as well as developing in-house trainings focused on specific bench areas or themes.
 - Continuing to expand the "faculty rolls" for existing programs to ensure that participants receive broad and fresh perspectives on the material, as well as ensuring we have a "deep well" from which to draw our faculty selections.
 - Reviewing our current "core" programs (e.g. NJO) to ensure that we're providing the best quality programs possible. This includes addressing new topics, adjusting agendas and schedules to maximize convenience to the participants/faculty and improve educational objectives, and other forms of "continuous improvement."

○ **Court Leadership Institute of Arizona (CLIA), Judge Louraine Arkfeld, Chair**

➤ **Programs Held:**

- ICM Human Resources Management, March 10-12, 2010. Faculty: Kim Cantoni, Tony Nuismer. 39 Participants, 4.61 rating, 3 days = 16.5 COJET hours.
- AZPlus Managing Diversity, March 12, 2010. Faculty: Deb King, Gabe Goltz. 44 Participants, 4.28 rating, ½ Day – 3 COJET hours.
- ICM Technology Project Management, April 13-15, 2010. Faculty: Karl Heckart Stewart Bruner, Rick Rager. 36 Participants, 4.39 rating, 3 days = 16 COJET hours.
- ICM Concluding Seminar, May 25-27, 2010. Faculty: Don Jacobson, Karen Ferrara. 42 Participants, 4.43 rating 3 days = 16.5 COJET hours.
- Tier II – Human Resources – Supervisory (NEW), May 20, 2010. Faculty: Judy Aldrich, Phil Hanley. ACA Conference, evaluations not yet received.

➤ **ACM/ICM Program Schedule for FY 11:**

- ICM Financial Management, August 3-4. Faculty: Dave Byers, Jim Scorza, Don Jacobson.
- ICM Purposes & Responsibilities of Courts, September 28-30, 2010. Faculty: Don Jacobson, Amy Wood, Phil Knox.
- ICM – CCE Essential Components, November 2-4, 2010. Faculty: Marcus Reinkensmeyer, Kip Anderson.

➤ **CLIA Currently Working on Tier III, ACM Program**

- ICM/ACM Graduation – The following numbers of ICM and ACM participants received certificates:
 - 16 ICM only
 - 12 ACM only
 - 34 graduated both ICM and ACMCombined total number of graduates: 62
- Adding testing component to ICM classes. Piloting testing options with upcoming classes and obtaining faculty feedback.
- Revising AZ Plus to include Leadership Competencies.

➤ **Supervisory Level Classes, Tier II**

- Human Resource Management received good reviews. Class was developed for 8 hours and revised in pilot to 6 hours. Faculty manual is being developed and course will be evaluated for time and effectiveness.
- Casflow Management class: Curriculum objectives, detailed outline, activities and planning done. Content for handouts/visuals is being developed. Targeted pilot year end.

➤ **Management to Executive – Tier IV**

- Piloting first class Essential Components in November.
- ICM curriculum for remaining four classes has been developed and is now out for approval and review. (Education and Training, Leadership, Visioning and Strategic Planning, Court Communications)
- Selection of Arizona faculty to be completed by end of summer.

- Faculty training scheduled in February and March 2011
- **Court Leadership meeting (Conference) 6/25, 2010**
 - Invitation only – scheduled at State Courts Building on one day only to minimize costs
- **Next CLIA Meeting is Scheduled for July 16, 2010**
- **Judicial Staff Education Committee (JSEC), Mark Stodola, Chair**
 - 3/30/2010 – Judicial Staff Education Committee (JSEC) meeting – Committee discussed potential changes to ACJA 1-302 recommending that ESD staff look at clarifying/simplifying the code for:
 - Program Accreditation including the requisite step of local accreditation prior to programs;
 - Sponsors – allowing regional trainer to become sponsors and accredit beyond their counties; and
 - Temporary Exemptions removing a specific pro rata hourly requirement
 - **Training Coordinators**
 - 5/14/1020 Training Coordinator Workshop – Over 40 training coordinators and field trainers attended the one-day workshop at the JEC in Phoenix. Overall rating was 4.2. The workshop format included round table, 20 minute whistle stop presentations to provide curriculum and training resources to coordinators and a large group forum to discuss COJET committee work, training opportunities, online resources and Administrative Code changes. The Trainer Excellence Awards were presented to 4 outstanding trainers during an awards luncheon at the workshop.
 - **Centra Training**
 - Centra Monthly classes: Phone Skills classes delivered in April and May to statewide court employees, Overall rating 4.5.
 - **CBT Development**
 - Public Record computer based training (CBT) is being developed with a pilot target date of July. This CBT will cover definitions and common public records requests. It follows our new PACR policy, but is designed for new court employees unfamiliar with public records policies.
 - **Broadcasts/Webcasts**
 - 4/30/2010 – Law Day – Law Justice and the Holocaust. A record 1185 persons attended with an overall rating of 4.09. This webcast included public as well as court participants. Faculty: Dr. William Meinecke, with panel members; Chief Justice Rebecca White Berch, Professor David Kader, Chief Justice Ruth McGregor (Ret.), and Yavapai County Attorney, Sheila Polk.
 - 8/25/2010 – Cultural Literacy/Competency – Curriculum being developed with Commission on Minorities. This is the ethics broadcast for CY10. The COM has suggested that this be the first in a series of Diversity Broadcasts.
 - 10/7/2010 – New Child Support Guidelines. JSEC staff is working with Child support Guidelines Committee and Court Services Division to develop a 1.5 hours broadcast covering changes effective in January. This broadcast is only

one part of the training. In depth training for attorneys and other groups will follow the broadcast.

➤ **Arizona Courts Association Conference (ACA)**

- Arizona Courts Association Conference, Prescott, Arizona – May 19-21, 2010. JSEC staff partnered with ACA and assisted with conference planning, obtaining 14 faculty and the Chief Justice and in developing 3 courses to be presented.

NEW Civil Case Processing Conference 9/2/2010

- JSEC staff is planning a one-day concurrent session conference to cover topics in civil case processing. A total of eight 1.5 hour topics can be held at the JEC.

➤ **Next JSEC Meeting: August 17, 2010**

○ **Committee on Probation Education (COPE), Todd Zweig, Chair**

➤ COPE met on April 6th and the next scheduled meeting date is August 24th.

- The Committee reviewed outcome data from the probation officer surveys which asked past Probation Certification participants to rank each class on applicability to their job and the frequency of use of that information. In August, the committee will review the outcome data from the second part of the survey, directed towards supervisors and managers.
- The Detention Subcommittee's Handle With Care/Defensive Tactics Workgroup reported their recommendations regarding specific techniques identified for inclusion in a curriculum for detention officer safety and to research existing curriculum from national organizations such as NIC
- COPE public member Lee Phillips resigned in May.
- The Committee welcomed a new public member Patricia Cordova who works for Governor Brewer's Office for Children, Youth and Families.
- COPE also welcomed Kristi Johnson, a detective with the Arizona Department of Public Safety.

➤ **Detention Subcommittee:**

There have been two subcommittee meetings.

- The Detention Subcommittee met (telephonic) on March 32, 2010 and voted to move the Handle With Care/Defensive Tactics workgroup recommendations forward to COPE.
- The Detention Subcommittee met on May 12th and adopted Behavioral management as the topic for the Train-the-Trainer in July. The subcommittee also discussed some logistical issues with COTA and reviewed the strategic plan for detention training.
- Cindy Riley resigned from the subcommittee due to retirement.
- Denise Smith, the Pinal County Detention Administrator accepted the nomination to be on the subcommittee.

➤ **Officer Safety Training:**

- Firearms Academy was March 8-12, 2010 in Kingman. There were 7 participants.
- Glock Armorer School, March 17-18, 2010 at OSTC. 18 officers attended on

3/17/10; 19 officers attended on 3/18/10. Overall rating on 3/17/10 – 4.84% and on 3/18/10 – 4.87%.

- Defensive Tactics Academy was May 10-14, 2010 in Phoenix (OSTC). 7 officers completed. overall rating: 4.83%

➤ **Probation Officer Certification and IPS:**

- The Probation Certification Academy was April 26 – May 7, 2010 at JEC and there were 19 participants (17 Probation, 2 Surveillance).
- IPS was March 17-19, 2010 at JEC with 20 participants. (Three-day program, one Surveillance Officer attended and made up the remaining classes in May during Probations Certification).

➤ **Detention Officer Training:**

- The Detention Academy was held at COTA May 18-21, 2010 with 18 participants in attendance. Volunteers from Pima County came to COTA and served as role-players for the practicum component, which, based on feedback from the participants, was a huge success. The overall academy scores for this program were the highest they've been since the training began. Overall rating 4.6% with some critical remarks on food quality.

➤ **Other Programs:**

- The Probation Training Unit held a Motivational Interviewing Train-the-Trainer June 8-11, 2010 at JEC. 40 participants completed the training.

➤ **Upcoming Programs:**

- Defensive Tactics Train-the-Trainer begins next week.
- There are two Defensive Tactics programs beginning June 27th.
- Project SAFE (Swift and Fair Enforcement) – this project began in Hawaii by Judge Steven Alm as Project Hope. Adopted as Project SAFE in Arizona, the Project is designed to give swift, immediate consequences for probationers who failed to show up or who had tested positive for illegal substances - hence gaining better compliance with the terms of probation, with great success. Research has shown that swift enforcement and short bursts of jail time have been very successful in achieving compliance.

○ **Recognition of COJET Members Whose Terms Have Expired**

- Certificates of appreciation were presented to members of COJET whose terms are ending:
 - Hon. Louraine Arkfeld
 - Mark Stodola
 - Hon. Michael Jones
 - Kristi Youtsey Ruiz

- **COJET Committee Member Evaluation/Training**

Judge Song Ong reminded all members of their responsibility to complete their Evaluation/Training commitments this year. She also reminded all that the Training aspect also provides additional COJET credits for being an instructor. The forms are online on the COJET website and may be turned in, electronically, to Beth Hall.

- **Call to the Public**

Judge Song Ong made a call to the public. There was no response.

- **Adjournment**

Judge Song Ong adjourned the meeting at 12:15 p.m.

The next COJET meeting is scheduled for Thursday, September 23, 2010. Materials and minutes will be sent in advance by e-mail.

Respectfully submitted by: Beth Hall